

**RULES FOR THE
2011-12 LEGISLATIVE RESEARCH COMMISSION**

[Adopted on September 14, 2011]

1. **Legislative Research Commission; member; cochairmen; terms.**—As provided by statute, the Legislative Research Commission (hereinafter referred to as "Commission") shall consist of five Senators appointed by the President Pro Tempore of the Senate and five Representatives appointed by the Speaker of the House. The President Pro Tempore and the Speaker shall be ex officio members of the Commission and shall serve as the Cochairmen of the Commission. Each Cochairman, respectively, may appoint an acting chairman to act in his stead in all respects under these Rules, subject to applicable law (each, an "Acting Chairman"). Where applicable law requires the action of the Chairmen, the Acting Chairmen shall make nonbinding recommendations to the respective Chairmen for final action. The Cochairmen, or the Acting Chairmen as the case may be, shall set the agenda for the Commission's meetings and shall have the authority, in the absence of a Commission meeting, to allocate funds, to modify allocations of funds to the Commission's advisory committees (hereinafter referred to as "committees"), to direct studies to be conducted, and to request another State agency, board, commission or committee to undertake a study authorized by the Commission.
2. **Areas of study, duties of Commission members.**—The Commission shall determine which of the subjects it is authorized to study shall be funded and which the Commission shall request a more appropriate Study agency to study pursuant to G.S. 120-30.17(9). The subjects that the Commission decides to study shall be apportioned by the Cochairmen into ten areas of study, and each Commission member shall be designated by the Cochairmen to be responsible for the committees that are appointed to study the subjects in his study area. In this context, the duties of each Commission member include:
 - (a) Assuring that each study is conducted within its budget and within the timetables set forth in these rules;
 - (b) Requesting that additional funds be allocated by the Commission Cochairmen or the full Commission if the funds are necessary to complete a study;
 - (c) Presenting to the Commission at its meetings a review of the progress and financial condition of the committees under the member's charge and the reports of those committees;
 - (d) Generally serving as a liaison between the Commission and the committees for which the member is responsible.
3. **Committees; committee cochairmen; members.**—As provided by statute, the Cochairmen may appoint committees to conduct the studies that the Commission is authorized to undertake. The composition of each committee is at the discretion of the Commission Cochairmen, as advised by the Acting Chairmen. Upon agreement between the cochairmen, either or both of them shall call the meetings of their committee, set the agendas for the meetings, and preside over the meetings. Other duties

of the cochairmen include voting on all questions before their committees and signing and transmitting all reports of their committee to the Commission Cochairmen. The cochairmen should develop their agenda to insure that each committee meeting lasts not less than four hours.

4. **Procedure before the Commission and its committees.—**

- (a) **Commission meetings and presiding officer.** Commission meetings shall be called by both Cochairmen. The Speaker, or the Speaker's Acting Chairman, shall preside over Commission meetings in odd-numbered years, and the President Pro Tempore, or President Pro Tempore's Acting Chairman, shall preside in even-numbered years.
- (b) **Scheduling and notice of meetings.** The scheduling of meetings of the Legislative Research Commission and its committees wherever held, shall be coordinated through the Legislative Services Office. Notice of meetings of the Commission and its committees shall be posted on the press room door and delivered to the Legislative Services Office as early as possible prior to the meeting. The Legislative Services Office shall publish the official notice for meetings of this Commission and its committees. Any modification to the meeting schedule, as published, shall be made through that Office as soon as possible. Committees shall limit the number of meetings to no more than four (4) prior to the reconvening of the 2012 Session of the 2011 General Assembly, unless additional meetings are approved in advance by the Commission Cochairmen. The Commission Cochairmen shall direct the Acting Chairmen as to the number of committee meetings that may be held after the adjournment sine die of the 2011 General Assembly.
- (c) **Quorum.** As provided by statute, eight members, including ex officio members, shall constitute a quorum of the Commission. With respect to any committee a majority of the committee shall constitute a quorum of the committee.
- (d) **Voting.** All questions before the Commission or any committee shall be determined by a simple majority of the members present and voting. A two-thirds (2/3) vote of the members present shall be necessary to sustain any appeal from a ruling by the presiding officer.
- (e) **Closed sessions.** The Commission or any committee can hold an closed session only as provided by law.
- (f) **Review of Committees' progress.** The Commission members shall review for the Commission the progress and financial condition of the committees under each member's charge. These reviews shall occur at the Commission meetings upon the call of the cochairs.

5. **Members' terms, compensation, and duties.—**As provided by statute, Commission and committee members' terms shall begin on the day of appointment and shall end on January 15, 2013. The Commission shall hold its final meeting prior to that date. As provided by statute, Commission and committee members shall be compensated as follows: All Commission and committee members who are members of the General Assembly are eligible to receive a travel allowance of twenty-nine (29¢) per mile for

transportation by privately owned automobile and actual fare for any other conveyance. All others will receive mileage at the rate approved by the Office of State Budget and Management. The reimbursement to Commission and committee members for any mode of travel in-State shall not exceed the cost of travel by privately-owned automobile plus cost not exceeding one extra day per diem.

Members of the General Assembly shall receive a subsistence allowance of one hundred and four dollars (\$104.00) per day. Committee members who are not members of the General Assembly or State officers or employees shall receive compensation at the rate of fifteen dollars (\$15.00) per day. All non-legislator committee members shall receive a maximum subsistence allowance for each day of service of eighty-one dollars (\$81.00) when travelling in-State and ninety-three dollars (\$93.00) a day when travelling out-of-State. Costs of overnight lodging must be documented. All members, including committee members who are not legislators, shall vote on all questions before the Commission or committee. When attending a meeting each member should sit with the Commission or committee for at least three quarters of the time during which the Commission or committee is in session.

6. **Staff.**—Clerical assistance for the Commission and committees shall be determined and assigned by the Commission Cochairmen. The Director of Research shall coordinate the professional staffing of the committees by Legislative Services Office personnel or outside consultants, subject to the approval of the Commission Cochairmen. The costs of travel by a staff member on behalf of a committee shall be paid from the appropriate committee budget as approved by the cochairmen of the Commission. Committee clerks shall be authorized to work up to five days for each committee meeting, including the day of the meeting; provided that the Commission member responsible for the study shall be authorized, after consultation with either Commission Cochairman, to approve additional work time as the member deems to be necessary. Committee clerks shall remain under the supervision and control of the supervisor of clerks of the respective house.
7. **Reports of committees.**—
 - (a) **Adoption by committee.** If a committee is to make recommendations to the Commission, the committee cochairmen shall insure that a draft of the committee report is sent to the committee members and the Commission member responsible for the study at least seven (7) days before the committee's meeting at which the report is to be approved. The actual text of the final report shall be adopted by the committee at its meeting prior to transmittal of the report to the Commission and shall include all recommended legislation. With the approval of the committee cochairmen, typographical errors may thereafter be corrected, but no other change may be made in the report by any individual or committee.
 - (b) **Transmittal to Commission.** Reports to the 2012 Session of the 2011 General Assembly shall be submitted to the Commission Cochairmen not later than Friday, April 27, 2012. Final reports to the 2013 General Assembly shall be transmitted to the Commission Cochairmen not later than Friday, January 4, 2013. The committee cochairmen shall

provide thirty (30) copies of each report to the Commission Cochairmen for distribution to the Commission members.

- (c) **Action by the Commission and transmittal to the General Assembly.** The Commission may accept for transmittal to the General Assembly the reports of its committees with whatever modifications to those reports the Commission deems to be appropriate. Such transmittals to the General Assembly are for its consideration of the recommendations of the committees and do not amount to endorsements of those recommendations.
- (d) **Printing, distribution, and summaries of reports.** The Director of Research shall prepare a publication summarizing the activities and recommendations of the committees that are contained in the reports that are transmitted to the General Assembly. Copies of this summary shall be distributed to all members of the General Assembly as soon as practicable after its printing.